

**Resolution 10/108/2019  
of the Scientific Board of the Jerzy Haber Institute of Catalysis and Surface Chemistry  
Polish Academy of Sciences  
of 26 September 2019**

on the assessment process for an award of the scientific degree of doktor

Pursuant to Article 192 section 2 of Act of 20 July 2018 The law on higher education and science (Official Journal of Laws of 2018 item 1668 as amended), it is hereby adopted:

Chapter 1  
**General provisions**

§ 1

Wherever this resolution refers to:

- 1) Scientific Board – this means Scientific Board of the Jerzy Haber Institute of Catalysis and Surface Chemistry Polish Academy of Sciences;
- 2) Director – this means Director of the Jerzy Haber Institute of Catalysis and Surface Chemistry Polish Academy of Sciences;
- 3) Act – this means Act of 20 July 2018 The law on higher education and science (Official Journal of Laws of 2018 item 1668 as amended);
- 4) Act – Provisions introducing – this means Act of 3 July 2018 Provisions introducing act – The law on higher education and science (Official Journal of Laws of 2018 item 1669);
- 5) candidate – this means a person applying for an award of the degree of doktor by the Scientific Board;
- 6) doctoral examination – this means an examination within the scope of the basic discipline appropriate to the subject area of a thesis;
- 7) Standing Committee of the Scientific Board – this means a Standing Committee of the Scientific Board competent for the assessment processes for an award of the scientific degree of doktor;
- 8) BIP – this means Public Information Bulletin;
- 9) JSA – this means the Uniform Anti-plagiarism System referred to in Article 351 section 1 of the Act;
- 10) PRK – this means the Polish Qualifications Framework;
- 11) RDN – this means the Council of Scientific Excellence referred to in Article 232 of the Act;
- 12) POL-on System – this means the Integrated System of Information on Higher Education and Science referred to in Article 342 of the Act.

## § 2

1. The Scientific Boards awards the scientific degree of doktor in the field of natural sciences, in the discipline of chemical sciences.
2. The Scientific Board adopts resolutions in the process, in particular on:
  - 1) an appointment and a change of a supervisor, supervisors, or an assistant supervisor;
  - 2) an appointment of reviewers;
  - 3) acceptance of a thesis and its admission to an open defence;
  - 4) acceptance of the open defence of the thesis;
  - 5) the award of the degree of doktor.
3. Resolutions of the Scientific Board adopted in the assessment processes for an award of the degree of doctor, and an appointment and a change of a supervisor, supervisors or an assistant supervisor, are adopted in a secret ballot by a simple majority of cast votes, in the presence of not less than half of those having voting rights.
4. Members of the Scientific Board with the title of professor, the degree of doktor habilitowany as well as persons who have acquired rights equivalent to those associated with the degree of doktor habilitowany pursuant to Article 226 of the Act are eligible to vote in the ballot referred to in section 3.
5. A member of the Scientific Board who is a supervisor or an assistant supervisor of a person applying for an award of the degree of doctor is excluded from participation in the assessment process for an award of the degree of doctor initiated at the request of the person concerned.
6. The Scientific Board may authorize a commission appointed for the purpose to adopt resolutions referred to in section 2 points 3 and 4. In cases where the thesis defence has been conducted before the commission, the commission prepares a draft resolution on the award of the degree of doktor and presents it to the Scientific Board.
7. The resolution on the award of the degree of doktor comes into force on its adoption.
8. Resolutions of the commission referred to in section 6 are adopted in a secret ballot by a simple majority of cast votes, in the presence of not less than half of commission members.

## Chapter 2

### **Manner of an appointment and a change of a supervisor, supervisors or an assistant supervisor**

## § 3

1. A candidate submits an application for an appointment of a supervisor or supervisors, or a supervisor and an assistant supervisor in accordance with the model set out in Annex 1 to this resolution.
2. The candidate provides in the application:
  - 1) proposed subject and concept (maximum 250 words) of the thesis;

- 2) the field and discipline of science in which the thesis will be prepared, and, where the thesis covers scientific issues of more than one discipline, the candidate indicates the discipline in which he or she is going to apply for the award of the degree of doktor;
  - 3) proposed persons to act as the supervisor or supervisors, or the supervisor and the assistant supervisor;
  - 4) mode of preparation of the thesis referred to in Article 197 of the Act.
3. The application shall be signed by the candidate and accepted in writing by persons proposed to act as the supervisor or supervisors, or the supervisor and the assistant supervisor.
  4. The candidate attaches to the application:
    - 1) consent to processing personal data when actions are taken for the award of the degree of doktor, in accordance with the model set out in Annex 2 to this resolution;
    - 2) a personal questionnaire prepared in accordance with the model set out in Annex 3;
    - 3) a brief account of the candidate's scientific career with a list of scientific achievements;
    - 4) a copy of a document confirming that the candidate holds a degree of magister or magister inżynier, or equivalent, or has a diploma referred to in Article 326 section 2 point 2 or Article 327 section 2 of the Act, entitling him/her to apply for an award of a doctoral degree in the country, in the education system of which the higher education institution that issued the diploma operates unless the candidate complies with the conditions referred to in Article 186 section 2 of the Act;
    - 5) justification for the appointment of more than one supervisor, or assistant supervisor;
    - 6) a statement/statements of a candidate/candidates for the supervisor/supervisors, or the supervisor and the assistant supervisor on meeting by him/her/them the requirements described in Article 190 of the Act, prepared in accordance with the model set out in Annex 4;
    - 7) a statement that the candidate is familiar with Article 186 of the Act and with the additional requirements referred to in Chapter 9 of this Resolution, or in the case of a person who has started his/her doctoral studies prior to the academic year 2019/2020 and applies for an award of the degree of doktor in the extramural mode, a statement that the candidate is familiar also with the content of Article 186 section 1 point 3 of the Act as well as Article 179 section 6 of the Act – Provisions introducing, in accordance with the models set out in Annex 5.
  - 4a. Persons proposed to act as the supervisor or supervisors, or the supervisor and the assistant supervisor who are not employed at ICSC PAS submit a questionnaire providing data necessary to complement the list of persons applying for the degree of doktor in the POL-on system referred to in Article 345 section 1 point 17 of the Act, in accordance with the model set out in Annex 4a.
  5. The candidate may attach an application for granting approval to writing the thesis in English.
  6. A candidate who has started his/her doctoral studies prior to the academic year 2019/2020 and applies for an award of the degree of doktor in compliance with the rules set out in the Act, may attach a copy of a certificate confirming his/her command of a modern foreign language; a list of certificates confirming the command of a modern foreign

language is contained in Annex 1 to *Regulation of 30 January 2018 on the detailed manner and conditions of taking actions in the doctoral assessment process, in the habilitation assessment process, and in the assessment process for an award of the title of professor (Official Journal of Laws of 2018 item 261)*.

#### §4

1. The Standing Committee of the Scientific Board, taking account of the documentation submitted by a candidate, issues a written opinion concerning the candidate's application to appoint a supervisor or supervisors, or a supervisor and an assistant supervisor, based on which the Scientific Board appoints the supervisor or supervisors, or the supervisor and the assistant supervisor.

#### §5

1. Change of a supervisor or an assistant supervisor may take place at a written justified request of a candidate, a supervisor, or an assistant supervisor.
2. Resignation from acting as a supervisor or an assistant supervisor is admitted at a justified request of the person concerned, owing to his/her inability to provide further scientific supervision of the preparation of a thesis.
3. The request referred to in section 1 is made together with the candidate's application to appoint a new supervisor, supervisors, or an assistant supervisor in accordance with the model set out in Annex 1.

### Chapter 3

#### **Rules for determining the amount of the fee for the assessment process for an award of the degree of doktor in the extramural mode as well as for granting an exemption from the fee**

#### § 6

1. The fee for conducting the assessment process for an award of the degree of doktor is paid by:
  - 1) a candidate,
  - 2) in the case of an academic teacher or a researcher – a higher education institution, an institute of the Polish Academy of Sciences, a research institute, or an international institute employing him or her.
2. The fee is not required from a person who:
  - 1) was a member of the research staff of the Institute at the time of submitting the application for initiation of the assessment process for an award of the degree of doktor;
  - 2) completed education in a doctoral school operated by the Institute;
  - 3) has started doctoral studies operated by the Institute prior to the academic year 2019/2020 and applies for an award of the degree of doktor in compliance with the rules set out in the Act.

## §7

1. The fee for conducting the assessment process for an award of the degree of doktor consists of the following elements:
  - 1) remuneration of a supervisor in the amount of 83% of a professor's salary, remuneration of an assistant supervisor in the amount of 50% of a professor's salary;
  - 2) remunerations of reviewers in the amount of 27% of a professor's salary;
  - 3) social security contributions related to the remunerations set out in points 1 and 2 calculated following the laws in force;
  - 4) travel and accommodation costs of reviewers in their actual amount established in line with reimbursement rules for costs of travel on official business;
  - 5) payment to cover the remaining costs of conducting the assessment process in the amount of 20% of amounts of remunerations and contributions referred to in points 1-3.
2. The fee is paid based on a written agreement between the Institute and a party referred to in § 6 section 1 after the assessment process is terminated.
3. The agreement referred to in section 2 is concluded before the date of the Scientific Board's meeting at which the assessment process for an award of the degree of doktor, initiated by the candidate's application, is examined for the first time.

## §8

In exceptional situations, a person applying for an award of the degree of doktor may be exempt from the fee for the assessment process for an award of the degree of doktor in the extramural mode, in whole or in part. The decision of waiving the fee is made by the Director at the request of the person concerned.

## Chapter 4

### **Manner of submission of a thesis**

## §9

1. A candidate submits an application for initiation of the assessment processes for an award of the scientific degree of doktor, in accordance with the model set out in Annex 6, to which he or she attaches a thesis meeting the requirements of Article 187 sections 1-3 of the Act.
2. A candidate who has started his/her doctoral studies prior to the academic year 2019/2020 and applies for an award of the degree of doktor in compliance with the rules set out in the Act, and has submitted an application for the appointment of a supervisor or supervisors, submits a thesis meeting the requirements of Article 187 sections 1-3 of the Act, as an annex to a cover letter, prepared in accordance with the model set out in Annex 6a.
3. A candidate submits five paper copies of the thesis, including one in a reduced form for the Archive of ICSC PAS (that is printed on both sides, four pages of the thesis on each side of an A4 paper sheet, bound), and its copy recorded on a digital data carrier, and:

- 1) a statement referred to in Chapter 8, in the case when the thesis is a series of published and thematically related scientific articles;
  - 2) a summary in English, and for a thesis written in a foreign language also a summary in Polish referred to in Article 187 section 4 of the Act;
  - 3) an opinion of the supervisor or supervisors on the thesis confirming that it meets the requirements set out in Article 187 sections 1-3 of the Act;
  - 4) information on the course of the doctoral assessment process or the assessment process for an award of the degree of doktor, if the candidate has applied earlier for the award of the degree of doktor;
  - 5) a statement signed by the candidate and the supervisor or supervisors, or the supervisor and the assistant supervisor that the thesis submitted has not been a basis for an application for the award of the degree of doktor;
  - 6) a brief account of the candidate's scientific career with a list of scientific achievements;
  - 7) *repealed*;
  - 8) information on whether the subject of the thesis is confidential by law.
4. The candidate attaches to the application referred to in section 1 point 1, a document, in the form of a certificate or a diploma of completion of studies, confirming achievement of the learning outcomes regarding his/her command of a modern foreign language at language proficiency level B2 or higher or minutes of the examination confirming the command of a modern foreign language at language proficiency level B2, conducted by the commission verifying the command of a modern foreign language appointed by the Director, comprising at least 2 persons including a person authorized to certify the command of a modern foreign language at language proficiency level B2.
  5. If a thesis has been prepared in the mode of doctoral student education in a doctoral school, the candidate attaches a document containing information on the achievement of the learning outcomes for qualifications at level 8 of PRK.
  6. In cases of persons applying for an award of the degree of doktor in the extramural mode, the candidate attaches documents confirming the achievement of the learning outcomes for qualifications at level 8 of PRK.

## Chapter 5

### **Manner of appointment and scope of activities of commissions appointed in the assessment process for an award of the scientific degree of doktor**

#### §10

1. The Scientific Board, by way of a resolution, appoints the following commissions in a given assessment process for an award of the degree of doktor:
  - 1) the examination commission to conduct the doctoral examination, comprising five members of the Scientific Board eligible to vote in the assessment processes for an award of academic degrees referred to in §2 section 4 and taking into account section 5, including the chair of the commission;

- 2) the commission to conduct the examination on a modern foreign language, comprising at least three persons of whom at least one teaches this language at a higher education institution and the remaining persons have at least the degree of doktor – only for candidates who have started their doctoral studies prior to the academic year 2019/2020 and apply for an award of the degree of doktor in the extramural mode and who have submitted an application for the appointment of a supervisor or supervisors but have not submitted a certificate confirming their command of a modern foreign language referred to in §3 section 6;
- 3) the commission for acceptance of the thesis and its admission to an open defence, hereafter referred to as ‘defence’, and for acceptance of the defence hereafter referred to as ‘doctoral commission’ comprising:
  - a) *repealed*;
  - b) members of the Scientific Board who are members of the examination commission to conduct the doctoral examination;
  - c) the reviewers of the thesis;
  - d) *repealed*.
2. The chair of the examination commission conducting the doctoral examination in a given assessment process is the chair of the doctoral commission in this process.

## §11

1. The examination commission conducts the doctoral examination.
2. The commission to conduct the examination on a modern foreign language conducts the examination on a modern foreign language.
3. The doctoral commission is authorized to:
  - 1) adopt resolutions on admitting the thesis to the open defence;
  - 2) conduct the open defence of the thesis;
  - 3) adopt resolutions containing an opinion on accepting the doctoral defence.
4. Minutes of the meetings of the examination commission and the commission to conduct the examination on a modern foreign language are taken in accordance with the model set out in Annex 7. The minutes are signed by all commission members present in the meeting.

## §11a

1. The examinations conducted by the commissions referred to in §10 section 1 as well as the defence of a thesis can be conducted off the seat of the Institute making use of electronic communication means, ensuring in particular:
  - 1) transmission of the defence in real time between the participants,
  - 2) multi-side communication in real time so that participants in the defence may speak out in its course
 - while maintaining necessary safety rules.
2. Resolutions adopted by the commissions referred to in §10 section 1 making use of electronic communication means are signed by the commission’s chair.

3. Minutes referred to in §11 section 3, in case of meetings conducted making use of electronic communication means are signed by the commission's chair.
4. An examination or the defence may be conducted in the remote mode on the personal initiative of the commission's chair or at the request of a person whom the process concerns. The chairperson of the given commission determines the mode of conducting the examination or the defence.

## Chapter 6

### **Manner of appointing reviewers**

#### §12

1. The Scientific Board, by way of a resolution, appoints three reviewers having significant achievements in the area of scientific issues addressed by a thesis.
2. A person about whom there are justified doubts as to his/her impartiality cannot be a reviewer.
3. The Scientific Board may change a reviewer at the request of the chair of the doctoral commission upon a justified ground by way of a resolution.

## Chapter 7

### **Manner of verification of the learning outcomes for qualifications at level 8 of PRK in cases of persons applying for an award of the degree of doktor in the extramural mode**

#### §13

1. Before submitting an application for initiation of the assessment process, a candidate who applies for an award of the degree of doktor in the extramural model submits an application for verification of the learning outcomes.
2. Achievement of the learning outcomes for qualifications at level 8 of PRK is verified by the Standing Committee of the Scientific Board on the basis of documents attached to the application referred to in section 1.
3. The candidate is required to document the achievement of all learning outcomes set out in the education programme for a discipline in which the thesis has been prepared, in one of the doctoral schools operated by the Institute.
4. Not later than one month after submission of the application, the Committee adopts a resolution containing an opinion on the achievement of the learning outcomes for qualifications at level 8 of PRK by the candidate. In the case of a negative opinion, the Committee provides recommendations on the manner of achieving the complete required learning outcomes and on forms of confirming this achievement, based on the available educational programmes offered by the doctoral schools operated by the Institute.
5. The Committee makes the opinion and recommendations available to the candidate through the Director.
6. The Committee returns the application with annexes through the Director.



7. The candidate may resubmit an application for verification of the learning outcomes after one month.

## Chapter 8

### **Manner of verification of compliance with the requirement referred to in Article 186 section 1 point 3 letters a and b of the Act, in cases of multi-author publications.**

#### §14

In cases where a thesis is a series of published and thematically related scientific articles, a candidate provides, for each scientific article of the series, a statement on his/her individual, precisely established contribution to its authorship as well as statements of all the co-authors describing their individual contributions to its creation. A candidate is not obliged to submit the statement in cases of a co-author's death, him or her deemed to be dead, or his/her permanent health impairment which makes obtaining the required statement impossible.

## Chapter 9

### **Requirements referred to in Article 186 section 1 point 5 of the Act, or additional conditions of admittance to the defence**

#### § 15

1. A series of published and thematically related scientific articles may be submitted as a thesis if it meets the following criteria:
  - 1) the series consists of not less than 3 scientific articles, published or accepted for publication in journals which have been included in the list compiled pursuant to provisions specified on the basis of Article 267 section 2 point 2 letter b of the Act, or referred to in Article 179 section 6 of the Act – Provisions introducing;
  - 2) a candidate is the first author and/or the corresponding author in at least two papers in the series;
  - 3) the series is provided with a title and supplemented with a description in which the candidate identifies the research issue within the framework of the current scientific literature, its originality, way of addressing it, discusses the results obtained, and presents the most important conclusions.
2. At a meeting of the Scientific Board at which the issue of granting approval for conducting the assessment process for the award of the degree of doktor to the candidate is considered for the first time, the candidate presents, in the form of a 15-minute presentation, the main propositions and findings of the thesis, and, in cases where the thesis is an individual contribution to a collective work, also a description of candidate's individual contribution to papers which have been outcome of the thesis.
3. The candidate passes the doctoral examination before the acceptance of the thesis.

## Chapter 10

### Procedure for an award of the scientific degree of doktor

#### § 16

1. A candidate submits an application for the appointment of a supervisor or supervisors, or a supervisor and an assistant supervisor in the manner and form given in §3, in accordance with the model set out in Annex 1.
- 1a. Prior to submission of the thesis, the candidate who does not have the required certificate or diploma of completion of studies, submits an application for conducting the examination confirming his/her command of a modern foreign language at language proficiency level B2 with the exception of candidates who have started their doctoral studies prior to the academic year 2019/2020 and apply for an award of the degree of doktor in compliance with the rules set out in the Act.
2. Prior to submission of the thesis, the candidate who applies for an award of the degree of doktor in the extramural mode submits an application for verification of the learning outcomes, with the exception of candidates who have started their doctoral studies prior to the academic year 2019/2020 and apply for an award of the degree of doktor in compliance with the rules set out in the Act.
- 2a. The commission for verification of the command of a modern foreign language appointed by the Director conducts the examination confirming the command of a modern foreign language at language proficiency level B2 at a request of a candidate who does not have the required certificate or diploma of completion of studies.
3. The Standing Committee of the Scientific Board verifies, at a request of a candidate who applies for an award of the degree of doktor in the extramural mode, the achievement by him or her of the learning outcomes for qualifications at level 8 of PRK in the manner set out in Chapter 7.
4. The date of submitting the application for conducting the assessment process for an award of the degree of doktor, which meets formal requirements, is the initiation date of the assessment process.
5. In cases of a candidate who has started his/her doctoral studies prior to the academic year 2019/2020 and applies for an award of the degree of doktor in compliance with the rules set out in the Act, the date of submitting the application for appointment of a supervisor or supervisors is the initiation date of the assessment process.
6. The candidate submits the thesis to the Institute's secretariat in the manner set out in Chapter 4.
7. The Director forwards the application for conducting the assessment process for an award of the degree of doktor along with documents attached to it and the thesis to the chair of the Standing Committee of the Scientific Board immediately upon receiving it.
8. In cases of a candidate who has started his/her doctoral studies prior to the academic year 2019/2020 and applies for an award of the degree in compliance with the rules set out in the Act, the Director forwards the thesis with the documents attached to it, submitted by the candidate, to the chair of the Standing Committee immediately upon receiving it.
9. The Standing Committee of the Scientific Board, within 30 days, carries out a formal assessment of the forwarded documentation.

10. The candidate, not later than 30 days from the day he or she received a request to complete the documentation, completes the documentation so that it meets the formal criteria. If the deadline for making the documentation complete is not met, the application is not further considered.
- 10a. Date of submitting the complete set of documents referred to in §9, that meets formal requirements, to the secretariat of the Institute is the date of submitting the thesis.
- 10b. If the thesis is a written dissertation, a person appointed by the Director verifies it before the defence with the use of JSA. A report on verifying the thesis with the use of JSA is signed by the person authorized to conduct the verification.
11. After having submitted the thesis, the candidate, at the nearest meeting of the Scientific Board, gives a 15-minute presentation referred to in §15 section 2.
12. The Scientific Board, by way of a resolution, not later than 3 months from the day the complete application for conducting the assessment process for an award of the degree of doctor was submitted by the candidate, appoints 3 reviewers and the commissions in this assessment process and their chairpersons.
13. The Scientific Board, by way of a resolution, not later than 3 months from the day the doctoral thesis was submitted by a candidate who had started his/her doctoral studies prior to the academic year 2019/2020 and applies for the award of the degree of doktor in compliance with the rules set out in the Act, appoints 3 reviewers and the commissions in this assessment process and their chairpersons.
14. The Director concludes contracts with reviewers for preparation of reviews containing an opinion on meeting the requirements referred to in Article 187 sections 1-3 of the Act, and in cases where a thesis is an individual and precisely established part of a collective work, also an assessment of candidate's individual contribution to its creation.
15. A paper copy of a review is submitted together with a copy recorded on a digital data carrier not later than two months from the day the thesis was received.
16. Prior to acceptance of the thesis, the candidate passes the doctoral examination and the examination on a modern foreign language, if a commission has been appointed in his/her assessment process to conduct such examination.
17. The doctoral examination is entered within 8 weeks from receipt of the last review, on the condition of at least two positive reviews.
18. The examination date is established by the chair of the relevant commission.
19. In justified cases, the date of the doctoral examination may be shifted:
  - 1) on the initiative of the chair of the doctoral commission for no longer than 3 months;
  - 2) at a candidate's request.
20. If a person applying for an award of the degree of doktor has not entered the doctoral examination or the examination on a modern foreign language in the established time limit, the Scientific Board may adopt a resolution on terminating the assessment process for the award of the degree of doktor.
21. The examinations are graded according to the following marking scale:
  - 1) not less than 90% very good (5.0)
  - 2) not less than 80% good plus (4.5)

- 3) not less than 70% good (4.0)
  - 4) not less than 60% satisfactory plus (3.5)
  - 5) not less than 50% satisfactory (3.0)
  - 6) less than 50% unsatisfactory (2.0)
22. A person admitted to the defence shall receive at least a satisfactory grade at the doctoral examination.
  23. A person admitted to the defence shall receive at least a satisfactory grade at the examination for a modern foreign language.
  24. In cases where a candidate fails the doctoral examination in the basic discipline, the Scientific Board, at a candidate's request, may consent to re-sitting the examination but not earlier than 3 months from the day of taking the examination for the first time and not more than once.
  25. Having acquainted itself with the thesis, opinions of the supervisor/supervisors, or the supervisor and the assistant supervisor, the reviews, and the outcome of the doctoral examination, the doctoral commission adopts a resolution on acceptance of the thesis and its admittance to the defence.
  26. If the thesis is accepted and admitted to the defence, the chair of the doctoral commission indicates the date and place of the defence and provides information on the manner of conducting the defence which takes place before the doctoral commission at an open meeting of this commission.
  27. The defence date may be indicated not earlier than 30 days from adopting a resolution by the doctoral commission on the thesis acceptance and its admittance to the defence.
  28. The Institute makes available in BIP on the page of the entity, the documents related to the doctoral assessment process referred to in Article 188 of the Act at times set out in Article 188 of the Act.
  29. In cases where the thesis has not been accepted and has not been admitted to the defence, the doctoral commission presents the case with a justification at the nearest meeting of the Scientific Board which adopts a resolution in the matter.
  30. At least two reviewers participate in the thesis defence and, when one of the reviews is negative, all the reviewers participate in the thesis defence.
  31. At the meeting referred to in section 26:
    - 1) after the opening of the meeting of the doctoral commission by its chair and the presentation of the candidate's scientific career, the candidate presents the main propositions and findings of the thesis;
    - 2) the reviewers present their reviews (in the absence of a reviewer, the commission's chair instructs that the review is read);
    - 3) after the candidate has responded to the reviews of the thesis, the chair of the doctoral commission instructs that a discussion is held in which all present at the meeting can speak out;
    - 4) the discussion is opened and closed by the chair of the doctoral commission.
  32. After the termination of the defence, at a closed meeting:

- 1) the doctoral commission adopts a resolution on the acceptance of defence, however, the doctoral commission presents a resolution on the refusal to accept the defence with a justification to the Scientific Board which adopts a resolution in this matter;
  - 2) the doctoral commission prepares a draft resolution of the Scientific Board on the award of the degree of doktor.
33. Minutes of the meeting of the doctoral commission are taken in accordance with the model set out in Annex 8.
34. The Scientific Board adopts a resolution on the award of the scientific degree of doktor to the candidate.

## Chapter 10a

### **Rules for a joint award of the degree of doktor**

#### § 16a

1. The degree of doktor can be awarded by the Institute jointly with other higher education institutions, institutes of the Polish Academy of Science, research institutes, or international institutes in a discipline in which each of these entities holds scientific category A+, A, or B+, including foreign entities authorized to award the doctoral degree in the discipline in which the degree is awarded.
2. The Institute concludes a written agreement with an entity with which the degree of doktor is to be jointly awarded, laying down rules of cooperation, and in particular: the manner of confirming the learning outcomes, composition and manner of appointment of the doctoral commission and reviewers, manner, and place of conducting the defence, the entity responsible for the entry of the data referred to in Article 342 section 1 into the system, the model of a diploma if the agreement calls for issuing a joint diploma, method of bearing costs of the assessment process.

## Chapter 11

### **Granting an award for an outstanding thesis**

#### § 17

1. The Scientific Board may adopt a resolution on granting an award for an outstanding thesis.
2. Rules for granting an award for an outstanding thesis are set out in a separate resolution of the Scientific Board.

## Chapter 12

### **Transitional and final provisions**

#### § 18

The resolution comes into force on the day of adoption with effect from October 1, 2023.

.....  
Place, date

.....  
Title (scientific degree)

.....  
Candidate's first name (names) and surname

## **Jerzy Haber Institute of Catalysis and Surface Chemistry Polish Academy of Sciences**

### **APPLICATION**

#### **for appointment of a supervisor / supervisors/ a supervisor and an assistant supervisor<sup>1</sup>**

I apply for the appointment of a supervisor / supervisors / a supervisor and an assistant supervisor<sup>1</sup> to conduct scientific supervision on the preparation of a thesis in the field: *natural sciences*, in the discipline: *chemical sciences* in the manner: education of doctoral students / extramural<sup>1</sup>

1. Proposed subject of the thesis:

.....

2. Brief description of the research concept (maximum 250 words):

.....

3. Proposed supervisor:

.....

(Title, scientific degree, first name, and surname)

*I agree to act as a supervisor in this assessment process for the award of the scientific degree of doktor*

.....  
Date, a legible signature of the proposed supervisor

4. Proposed supervisor<sup>1</sup>:

.....

(Title, scientific degree, first name, and surname)

*I agree to act as a supervisor in this assessment process for the award of the scientific degree of doktor*

.....  
Date, a legible signature of the proposed supervisor

5. Proposed assistant supervisor<sup>1</sup>:

.....

(Title, scientific degree, first name, and surname)

*I agree to act as an assistant supervisor in this assessment process for the award of the scientific degree of doktor*

.....  
Date, a legible signature of the proposed assistant supervisor

.....  
Date, candidate's legible signature

<sup>1</sup> delete as appropriate

Attached documents:

- 1) Consent to processing personal data when actions are taken for the award of the degree of doktor (Annex 2).
- 2) Personal questionnaire (Annex 3).
- 3) A brief account of the scientific career with a list of scientific achievements.
- 4) Copy of a document confirming that the candidate holds a degree of magister or magister inżynier or equivalent or has the diploma referred to in Article 326 section 2 point 2 or Article 327 section 2 of the Act of 20 July 2018 „The law on higher education and science”
- 5) Justification for appointment of more than one supervisor, or assistant supervisor.
- 6) Statement of the candidate/candidates for the supervisor/supervisors or the assistant supervisor (Annexes 4 or 4a, respectively).
- 7) A statement that the candidate meets the requirements for candidates applying for an award of the degree of doktor (Annex 5).

....., date .....

## CONSENT FOR PROCESSING PERSONAL DATA

.....  
(Candidate's first name (names) and surname)

On the basis of Article 6 section 1 letter a of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), I consent to processing my personal data contained in the personal questionnaire prepared in accordance with the model set out in Annex 3 to the Resolution No 2/127/2023 of the Scientific Board of the Jerzy Haber Institute of Catalysis and Surface Chemistry of Polish Academy of Sciences of 30 March 2023 which is attached to my application for appointment of a supervisor/ supervisors/ a supervisor or an assistant supervisor.

Purpose of processing	Yes	No	SIGNATURE
to take actions for the award of the degree of doktor			

I am providing my personal data voluntarily and I declare that the data provided in the application documents are true.

The Controller the **Jerzy Haber Institute of Catalysis and Surface Chemistry Katalizy i Fizykochemii Powierzchni Polish Academy of Sciences, Niezapominajek 8, 30-239 Kraków**, has informed me that:

- this consent may be withdrawn at any moment by submitting a statement of the same form as the statement in which the consent has been granted. The consent withdrawal does not affect the compliance with law of any processing which has occurred on the basis of the consent before its withdrawal.
- the personal data processed on the basis of this consent will be not subject to automated decision making, including profiling.

.....  
Date, candidate's signature



(attach a photo)

**Personal questionnaire**

Surname	
First name/names <sup>1</sup>	
Personal identification number (PESEL) <sup>2</sup>	
ORCID number	
Nationality	
Mode of preparation of the thesis	
Name of the doctoral school <sup>3</sup>	
Country of birth <sup>4</sup>	
Information on admission to the doctoral school and the course of education in the school	
Information on holding the Pole's Card <sup>4</sup>	
Year of birth	
Sex	
Information on employment referred to in Article 209 section 10 points 1 and 2 of the Act of 20 July 2018	
Postal address:	
E-mail address:	

<sup>1</sup>delete as appropriate<sup>2</sup>in the case of the absence of a PESEL number – the number of the document confirming the identity and the name of the country of issue<sup>3</sup>to be completed only by a doctoral student of a doctoral school operated by the Institute<sup>4</sup>to be completed only by a foreigner<sup>5</sup>providing an e-mail address means at the same time giving consent to contacts using this address

.....

(date and candidate's signature)

.....  
Place, date

.....  
Title, scientific degree, first name (names), and surname

.....  
Place of employment

### STATEMENT OF THE SUPERVISOR<sup>1</sup>

I declare that I meet all the requirements for supervisors described in Article 190 of the Act of 20 July 2018 „The law on higher education and science”.

*I consent to processing my personal data for purposes necessary to conduct the assessment process for the award of the scientific degree of doktor (pursuant to the Act of 10 May 2018 on the protection of personal data (Official Journal of Laws of 2018, item 1000) and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (RODO)).*

.....  
(signature of the candidate for the supervisor)

<sup>1</sup> Annex 4 is completed by a person employed at ICSC PAS

.....  
Place, date

.....  
Title, scientific degree, first name (names), and surname

.....  
Place of employment

### **STATEMENT OF THE ASSISTANT SUPERVISOR<sup>1</sup>**

I declare that I meet all the requirements for assistant supervisors described in Article 190 of the Act of 20 July 2018 „The law on higher education and science”.

*I consent to processing my personal data for purposes necessary to conduct the assessment process for the award of the scientific degree of doktor (pursuant to the Act of 10 May 2018 on the protection of personal data (Official Journal of Laws of 2018, item 1000) and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (RODO)).*

.....  
(signature of the candidate for the assistant supervisor)

<sup>1</sup> Annex 4 is completed by a person employed at ICSC PAS

.....  
Place, date

.....  
Title, scientific degree, first name (names), and surname

.....  
Personal identification number (PESEL)<sup>1</sup>

.....  
Place of employment

.....  
Official postal address

.....  
e-mail

### STATEMENT OF THE SUPERVISOR<sup>2</sup>

I declare that I meet all the requirements for supervisors described in Article 190 of the Act of 20 July 2018 „The law on higher education and science”.

*I consent to processing my personal data for purposes necessary to conduct the assessment process for the award of the scientific degree of doktor (pursuant to the Act of 10 May 2018 on the protection of personal data (Official Journal of Laws of 2018, item 1000) and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (RODO)).*

.....  
(signature of the candidate for the supervisor)

<sup>1</sup>in the case of the absence of a PESEL number– description and the number of the document confirming the identity and the name of the country of issue

<sup>2</sup> Annex 4a is completed by a person not employed at ICSC PAS

.....  
Place, date

.....  
Title, scientific degree, first name (names) and surname

.....  
Personal identification number (PESEL)<sup>1</sup>

.....  
Place of employment

.....  
Official postal address

.....  
e-mail

## STATEMENT OF THE ASSISTANT SUPERVISOR<sup>2</sup>

I declare that I meet all the requirements for assistant supervisors described in Article 190 of the Act of 20 July 2018 „The law on higher education and science”.

*I consent to processing my personal data for purposes necessary to conduct the assessment process for the award of the scientific degree of doktor (pursuant to the Act of 10 May 2018 on the protection of personal data (Official Journal of Laws of 2018, item 1000) and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (RODO)).*

.....  
(signature of the candidate for the assistant supervisor)

<sup>1</sup>in the case of absence of a PESEL number– description and the number of the document confirming the identity and the name of the country of issue

<sup>2</sup> Annex 4a is completed by a person not employed at ICSC PAS

.....  
Place, date

.....  
Title, scientific degree, first name (names) and surname

### STATEMENT

(completed only by persons who have submitted application for initiation of the assessment process for an award of the degree of doktor)

I hereby declare that I am familiar<sup>1</sup> with Article 186 of the Act of 20 July 2018 „The Law on higher education and science” as well as the additional requirements referred to in Chapter 9 of Resolution **2/127/2023** of the Scientific Board of the Jerzy Haber Institute of Catalysis and Surface Chemistry Polish Academy of Sciences of 30 March 2023.

.....  
Date, candidate's legible signature

<sup>1</sup>delete as appropriate

### STATEMENT

(completed only by persons who have started their doctoral studies prior to the academic year 2019/2020 and apply for the award of the degree of doktor in the extramural mode)

I hereby declare that I meet the requirements for candidates to the scientific degree of doktor set out in Article 186 section 1 of the Act of 20 July 2018 „The Law on higher education and science” and in Article 179 section 6 of the Act of 3 July 2018 „Provisions introducing act – The law on higher education and science”.

.....  
Date, candidate's legible signature

.....  
Place, date

.....  
Title, scientific degree, first name (names), and surname

**Jerzy Haber Institute of Catalysis and Surface Chemistry  
Polish Academy of Sciences**

**APPLICATION**

I respectfully request to initiate the assessment process for the award of the scientific degree of doktor in the field of *natural sciences*, in the discipline of *chemical sciences*

1. Title of the thesis:

.....  
.....

2. Supervisor:

.....  
(Title, degree, first name, and surname )

3. Supervisor:<sup>1</sup>

.....  
(Title, degree, first name, and surname)

5. Assistant supervisor:<sup>1</sup>

.....  
(Scientific degree, first name, and surname)

.....  
Date, candidate's legible signature

<sup>1</sup> delete as appropriate

**Attached documents:**

1. Thesis (4 paper copies and a copy recorded on a digital data carrier)
2. Statement of the candidate and the remaining co-authors in the case where the thesis is a series of published and thematically related scientific articles.
3. Summary in English (for a thesis written in Polish) or in Polish (for a thesis written in a foreign language).
4. Opinion/opinions of the supervisor/ the supervisors/ the assistant supervisor.
5. Information on the course of the doctoral assessment process/ the assessment process for an award of the degree of doktor, if the candidate has applied earlier for an award of the degree of doktor.
6. Statement that the thesis submitted has not been a basis for an application for an award of the scientific degree of doktor.
7. A brief account of the scientific career with a list of scientific achievements.
8. Information on whether the subject of the thesis is confidential by law.
9. Certificate or diploma of completion of studies, confirming achievement of the learning outcomes regarding the command of a modern foreign language at language proficiency level B2 or higher.
10. Document containing achievement of the learning outcomes for qualifications at level 8 of PRK.

Kraków.....

.....  
 Candidate's first name (names) and surname

.....  
 Doctoral studies (abbreviated)

Jerzy Haber Institute of Catalysis and Surface Chemistry  
 Polish Academy of Sciences

Re case number \*.....

Attached to this letter, I submit the thesis entitled “.....” with the annexes.

On ....., I submitted an application for an appointment of a supervisor or supervisors, or a supervisor and an assistant supervisor\*\*

On ..... by way of resolution No ....., the following persons were appointed a supervisor or supervisors, or a supervisor and an assistant supervisor:

1. ....- supervisor
2. ....- supervisor\*\*
3. ....- assistant supervisor\*\*

Candidate's signature

#### List of annexes:

1. Thesis (4 paper copies and a copy recorded on a digital data carrier)
2. Statement of the candidate and the remaining co-authors in the case where the thesis is a series of published and thematically related scientific articles.
3. Summary in English (for a thesis written in Polish) or in Polish (for a thesis written in a foreign language).
4. Opinion/opinions of the supervisor/ the supervisors/ the assistant supervisor.
5. Information on the course of the doctoral assessment process/ the assessment process for an award of the degree of doktor, if the candidate has applied earlier for an award of the degree of doktor.
6. Statement that the thesis submitted has not been a basis for an application for an award of the scientific degree of doktor.
7. A brief account of the scientific career with a list of scientific achievements.
8. Information on whether the subject of the thesis is confidential by law.
9. Copy of a certificate confirming the command of a modern foreign language..
10. Document confirming achievement of the learning outcomes for qualifications at level 8 of PRK.

\* provided by the secretariat

\*\* delete as appropriate



## MINUTES OF THE EXAMINATION COMMISSION

to conduct the doctoral examination / the examination on a modern foreign language –  
 ..... language\*

appointed by  
 the Scientific Board of the Jerzy Haber Institute of Catalysis and Surface Chemistry  
 Polish Academy of Sciences  
 in the assessment process for the award of the scientific degree of doktor in the field of natural  
 sciences, in the discipline of chemical sciences

**of Mr/Ms** .....

initiated on .....  
 in the seat of ICSC PAS/off the seat/remotely

On..... in Kraków, in the seat of the Jerzy Haber Institute of Catalysis and Surface  
 Chemistry Polish Academy of Sciences Mr/Ms ..... born on  
 ..... in ..... has entered the examination on  
 .....  
 before the commission consisting of:

1. ....- chairperson
2. ....- commission member/examiner specialist\*
3. ....- commission member\*
4. ....- commission member\*
5. ....- commission member\*

Questions/grading of the answers

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Overall examination grade

Signatures of the commission members

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

# MINUTES OF THE DOCTORAL COMMISSION

for magister .....

of the defence of thesis entitled: .....

on .....

in the seat of ICSC PAS / off the seat / remotely

After the open part of the meeting was started by the ..... the supervisor ..... presented a cv and a brief account of the scientific activity of magister ....., and then the candidate presented the main propositions of the thesis after which reviewers ..... read their opinions on the thesis.

The candidate addressed the following remarks contained in the reviews: ..... The public discussion of the thesis indicated above followed in which the following persons participated: ..... The candidate answered the following questions asked during the discussion: .....

The Commission, during the closed part of its meeting, in a secret ballot adopted a resolution on acceptance of the defence of the doctoral thesis and decided to present a request to the Scientific Board of the Jerzy Haber Institute of Catalysis and Surface Chemistry Polish Academy of Sciences for the award the scientific degree of doktor of chemical sciences in the field of natural sciences, in the discipline of chemical sciences to magister ..... / for the refusal to award the degree.

The outcome of the ballot to award the scientific degree: voting .....

for the request ..... against ..... abstentions ..... invalid votes .....

The outcome of the ballot to grant an award for an outstanding thesis: voting .....

for the request..... against..... abstentions ..... invalid votes .....

Scrutineer:.....

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Commission's Chair